

State of Michigan
Department of Labor & Economic Growth
Office of Policy & Legislative Affairs
State Boundary Commission

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF A
CITY INCORPORATION PETITION
TO BE FILED WITH THE STATE BOUNDARY COMMISSION**

A CITY INCORPORATION PETITION IS COMPOSED OF THE FOLLOWING PARTS AND FORMS:

- PART I.....** A map or drawing for the area proposed to be annexed, prepared by the petitioner in such a way that the minimum map size is 8 ½" by 13", with a maximum map size of 14" by 18". The map or drawing is supplied by the petitioner. Label this map PART I. Review State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this map.
- PART II.....**
- PART II(a).....**
- PART III.....** Review State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART IV.....** Petition Form No. 2010-2002 – Can be obtain from the State Boundary Commission or the Secretary of State (size 8 ½ x 14).
- PART V.....**
- PART VI.....** A map prepared on paper supplied by petitioner, showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government. The map may be of a size the petitioner chooses and shall not be evaluated by the Commission in its determination of legal sufficiency. Label this map PART VI.

<p>This petition form is issued under authority of Public Act 191 of 1968, as amended. Completion of this form is voluntary but failure to do so may result in a denial of your application.</p>

The completed petition should be filed with the Boundary Commission Office in Lansing. This may be done in person between the hours of 8:00 a.m. - 5:00 p.m., or by mail, at the following address:

State Boundary Commission
Office of Policy & Legislative Affairs
Michigan Department of Labor & Economic Growth
611 W. Ottawa Street
P.O. Box 30004
Lansing, MI 48909

<p>In compliance with the American Disabilities Act, the Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., you may make your needs known to this agency.</p>

PETITION FOR CITY INCORPORATION

PART II

To the State Boundary Commission:

We, the undersigned qualified electors who are freeholders of _____ township(s) in _____ county(s) and the territory affected and/or described herein (in PART III), do petition that the question of incorporation of the proposed City of _____ as a home rule city be considered by your commission in accordance with the provisions of Act 279 of the Public Acts of 1909, as amended, and the provisions of Act 191 of the Public Acts of 1968, as amended.

It is not necessary to sign and notarize this form. The phrase, “WE, the undersigned...” refers to petition signers in PART IV.

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PART IIa

As petitioner, it is your responsibility to furnish the State Boundary Commission the names, addresses and telephone numbers of persons and governmental bodies that will be noticed for Commission meetings and hearings. The importance of accurate and most current information cannot be overemphasized. Processing of this petition may be delayed if inaccuracies cause improper notice.

1.

Name of Petitioner:
Mailing Address:
Telephone Number: () Fax: ()

2.

Name of Village:
Name of Village Clerk:
Mailing Address:
Telephone Number: () Fax: ()

3.

Name of Township:
Name of Township Clerk:
Mailing Address:
Telephone Number: () Fax: ()

4.

Name of County:
Name of County Clerk:
Mailing Address:
Telephone Number: () Fax: ()

5. If the petition should involve more than one township, county and/or village, place additional township, county and/or village information on separate sheet and attach to this form.

PETITION FOR CITY INCORPORATION

PART III

The proposed city of _____ is described as follows:

PETITION FOR CITY INCORPORATION

PART V

We further represent that the incorporation proposed in this petition is necessary or desirable at this time for the following reason(s):